

LANCASTER COUNTY

COUNTY - CITY BUILDING Telephone: (402)441-7410
LINCOLN, NEBRASKA 68508 FAX : (402) 441-6513
BOARD OF COMMISSIONERS

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

NOTICE TO BIDDERS SPECIFICATION NO. 03-184

Lancaster County intends to enter into contract and invites you to submit a sealed bid for:

ARCHIVAL RECORD STORAGE SHELVING

MEETING OR EXCEEDING LANCASTER COUNTY'S SPECIFICATIONS

Site visit may be arranged by contacting the County Records and Information Management Department as stated in the specifications

Sealed bids will be received by Lancaster County, Nebraska on or before **12:00 noon, Wednesday, July 23, 2003**, in the office of the Purchasing Agent, "**K" Street Complex (SW Wing), Suite 200, 440 So. 8th Street**, Lincoln, NE 68508. Bids will be publicly opened and read aloud in the First Floor Conference Room at the "K" Street Complex.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above. Late bid will not be considered.

FAX bid responses are not acceptable, all bids must possess an original signature and be in a sealed envelope.

COMMISSIONERS

*DEB SCHORR * LARRY HUDKINS * RAY STEVENS * BERNIE HEIER * BOB WORKMAN*

KERRY EAGAN, Chief Administrative Officer

SEALED BID

SPECIFICATION NO. 03-184

BID OPENING TIME: 12:00 NOON

DATE: Wednesday, July 23, 2003

ADDENDA RECEIPT: The receipt of the addenda to the specification number _____ through _____ is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of Lancaster County for the above listed project, having visited the site and examined the conditions affecting the work; have read and understand the terms and conditions of the request; agrees to provide the labor, certificate of insurance, materials and equipment in strict accordance with the plans and specifications as prepared by the County for the consideration of the amount set forth in the following price schedule:

ARCHIVAL RECORD STORAGE SHELVING ARCHIVAL RECORD STORAGE SHELVING

LUMP SUM OFFER - To supply deliver and install, as per plans and specifications: \$ _____

The total number of consecutive calendar days to complete the project: _____

List the total number of our boxes this shelving can accommodate: _____

Should the owner elect to add or deduct up to ten percent (10%) of the shelving as shown on the specifications drawing, the undersigned proposes the following unit prices to determine the final cost of the project. Unit prices shall include all labor, materials, equipment to deliver and install the units.

	<u>TYPE OF SHELVING</u>	<u>PRICE/UNIT</u>
1.	42 x 15 x 7 unit	\$ _____ ea
2.	56 x 15 x 7 unit	\$ _____ ea
3.	69 x 15 x 7 unit	\$ _____ ea
4.	42 x 30 x 7 unit	\$ _____ ea
5.	69 x 30 x 7 unit	\$ _____ ea
6.	Other: _____	\$ _____ ea

Price to include delivery and installation

LIST TOTAL LUMP SUM OFFER IN SPACE PROVIDED ABOVE

NO BID BOND REQUIRED

SUCCESSFUL CONTRACTOR TO SUPPLY PROPER INSURANCE

RETURN 2 COMPLETE COPIES OF BID AND SUPPORTING MATERIAL.

MARK OUTSIDE OF ENVELOPE AS FOLLOWS:

SEALED BID FOR SPEC. 03-184 "Archival Record Storage Shelving"

The undersigned signatory for the proposer represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE

EST. DELIVERY DAYS (After receipt of order)

(Date)

TERMS OF PAYMENT

EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER

FAX NUMBER

**INSTRUCTIONS TO BIDDERS
LANCASTER COUNTY, NEBRASKA
PURCHASING DIVISION**

1. BIDDING PROCEDURE

- 1.1 Bidder shall submit two (2) complete sets of the bid documents and all supporting material. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document and in a sealed envelope with the bid number and/or description clearly marked on the outside of the envelope.
- 1.3 Each bid must be legibly printed in ink or by typewriter, include full name, business address, and telephone no. of the bidder; and be signed in ink by the bidder.
- 1.4 A bid by a firm or organization other than a corporation must include the name and address of each member.
- 1.5 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.6 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.7 Bids received after the time and date established for receiving bids will be rejected.

2. EQUAL OPPORTUNITY

- 2.1 Each bidder agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, bidder shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

3. BIDDER'S REPRESENTATION

- 3.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 3.2 Each bidder for services further represents that the bidder is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

4. INDEPENDENT PRICE DETERMINATION

- 4.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

5. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 5.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.
- 5.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to date and time for bid receipt.
- 5.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 5.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the County; and bidders shall not rely upon such interpretations or changes.

6. ADDENDA

- 6.1 Addenda are written instruments issued by the County prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 6.2 Addenda will be mailed or delivered to all who are known by the County to have received a complete set of specification documents.
- 6.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 6.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 6.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

7. BRAND NAMES

- 7.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 7.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the County that said item is equal to, or better than, the product specified.
- 7.3 Bids for alternate items shall be stated in the appropriate blank on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.
- 7.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the County's specifications.

8. DEMONSTRATIONS/SAMPLES

- 8.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the County.

- 8.2 Such demonstration can be at the County delivery location or a surrounding community.
- 8.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate County personnel to the nearest location to view and inspect proposed item(s).
- 8.4 If items are small and mailable, and the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the County of acceptable goods. Bidders must indicate how samples are to be returned.

9. DELIVERY

- 9.1 Each bidder shall state on the proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the bid.
- 9.2 The County reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 9.3 All bids shall be based upon delivery of the equipment or merchandise F.O.B. the County at the location specified by the County, with all transportation charges paid.

10 WARRANTIES, GUARANTEES AND MAINTENANCE

- 10.1 Copies of the following documents must accompany the bid proposal for all items being bid:
 1. Manufacturer's warranties and/or guarantees.
 2. Bidder's maintenance policies and associated costs.
- 10.2 As a minimum requirement of the County, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the County. Replacement parts of defective components shall be shipped at no cost to the County. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.
- 10.3 Bidder Warrants and represents to the County that all software/firmware/ hardware/equipment /systems developed, distributed, installed or programmed by Bidder pursuant to this Specification and Agreement.

11. ACCEPTANCE OF MATERIAL

- 11.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 11.2 Material delivered under this proposal shall remain the property of the bidder until:
 1. A physical inspection and actual usage of this material is made and found to be acceptable to the County; and
 2. Material is determined to be in full compliance with the specifications and accepted proposal.
- 11.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the County reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 11.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of Lancaster County, Nebraska, as required by the specification documents or purchase orders.
- 11.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no

advertisements. Manufacturer's standard production forging, stamping, nameplates and logos are acceptable.

12. BID EVALUATION AND AWARD

- 12.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the County of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 12.2 No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 12.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 12.4 The bid will be awarded to the lowest responsive, responsible bidder whose proposal will be most advantageous to the County, and as the County deem will best serve their requirements.
- 12.5 The County reserves the right to accept or reject any or all bids, or parts of bids; to request rebids; to waive irregularities and technicalities in bids; or to award the bid on a split-order basis, or lump-sum basis; such as shall best serve the requirements and interests of the County.

13. INDEMNIFICATION

- 13.1 The bidder shall indemnify and hold harmless the County, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss of use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.
- 13.2 In any and all claims against the County or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 14.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

14. TERMS OF PAYMENT

- 14.1 Unless other specification provisions state otherwise, payment in full will be made by the County within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

14. LAWS

- 14.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

SPECIFICATIONS

ARCHIVAL RECORD STORAGE SHELVING

1. GENERAL INFORMATION

- 1.1 SCOPE OF THE WORK: To provide archival record storage shelving for the Lancaster County Records and Information Management Department as specified herein, providing a complete proper usable installation.
- 1.2 SPECIAL CONDITIONS:
 - 1.2.1 SITE: Bidder is to visit the site to familiarize him/herself with the conditions under which the work is to be performed. Bidder shall set up the site visit by contacting the following. All measurements are the responsibility of the Bidder.

County Records and Information Management

Attn: Brian Pillard, Record's Manager
"K" Street Complex, NE Wing
440 So. 8th Street, Suite 110
Lincoln, NE 68508
Phone: (402) 441-6065
bpillard@ci.lincoln.ne.us

- 1.2.2 Bidder is to correlate the observations with the requirements of the project and shall promptly notify the County of any ambiguity, inconsistency or error which they discover upon the examination of the site and the bidding documents.
- 1.3 TIMING: Installation of the shelving is to be completed no later than eight (8) weeks after written notification of the project award to the successful bidder.
- 1.4 LOCATION: The shelving is to be installed in the "K" Street Records Warehouse located at: 9th and K Street, Lincoln NE
- 1.5 OPTIONAL PRICING: The County reserves the right to add or delete up to ten percent (10%) of the shelving as shown on the plan.
 - 1.5.1 Contractors will be asked to submit unit prices which shall include material, delivery, installation and all other related cost that can be added to, or deducted from the lump sum price on the bidding schedule.
- 1.6 SUBMITTAL:
 - 1.6.1 Submit with the bid response, manufacturer's literature which clearly illustrates and describes the product which is to be provided.
 - 1.6.2 Within 15 calendar days after the Successful Bidder has received the owner's notice to proceed, the following shall be submitted:
 - 1.6.2.1 A complete list of materials proposed to be supplied under this specification.
 - 1.6.2.2 Complete manufacturer's specifications and other data needed to prove compliance the specified requirements.
 - 1.6.2.3 Shop drawings in sufficient detail to show fabrication, installation, and required anchorage.
 - 1.6.2.4 Manufacturer's written installation procedures which, when approved by the owner, will become the basis for accepting or rejecting actual installation procedures provided with the work.

2. INQUIRES:

2.1 All inquires concerning this BID are to be directed to:

Kathy Smith, Assistant Purchasing Agent

County/City Purchasing Department

County/City Building

440 South 8th Street

Lincoln, NE 68508

FAX: 402-441-6513 PHONE: 402-441-8309

2.2 Written addenda to all pertinent questions will be provided to all vendors receiving proposals:

2.2.1 In all cases, no verbal communication shall take precedence over information presented in this BID or written addenda distributed.

3. DETAILED INFORMATION

3.1 **QUALITY STANDARD:** Where indicated on the drawings, provide the following products of Republic Storage System Co., Inc. or RivMax Shelving, or County approved alternate (provide detailed descriptive literature on all alternates offered. Products listed are for establishing a quality standard.)

3.1.1 The County reserves the right to request a working sample of the products offered as alternates, for inspection prior to award of the bid.

3.1.2 Combination of wedge-lock record storage units 69"w X 30"d X 108"h and 48"w X 30"d X 108"h either B-STR (starting/ending run unit) or B-ADR (fill run unit) as required to accomplish the layout indicated on the plan created by bidder.

3.1.2.1 Units are to have four (4) shelves each.

3.1.3 Units are to have HB (heavy beams) and are to be designed to support standard 12" X 15" X 10" letter/legal storage boxes completely filled two (2) boxes high across the entire length of each shelf.

3.1.4 Units shall be assembled utilizing cold-formed steel angle post or tee-post and beams of sizes necessary to support load as indicated (3.1.3).

3.1.5 Units shall be fully clear of obstructions between upright members thus providing full four-way or double faced entry.

3.1.6 Beams and post shall be assembled without the use of applied fasteners, locking clips, or use of special tools by means of a driven fit of integrally-formed dual wedging lugs into tapered slots in posts creating a tightly fitting anti-rotational connection resulting in a rigid storage unit.

3.1.7 Use of secondary sway bracing is not permitted.

3.1.7 Units shall be framed utilizing full perimeter, four-connector heavy beams or channel beams at top and bottom of unit to provide rigidity.

3.1.7.1 Balance of shelf levels shall be framed utilizing beams as required by the indicated load under 3.1.3.

3.1.7.2 All beams shall be interchangeable in width or depth positions to achieve the same nominal.

- 3.1.8 Shelving shall be adjustable vertically on 2" centers.
- 3.1.9 Decking material shall be 5/8" - 42# density, type 1-M-1 particle board.
 - 3.1.9.1 Decking shall be cut to nominal sizes for drop-in fit upon beams.
 - 3.1.9.2 There shall be no decking joints within a unit.
 - 3.1.9.3 Provide intermediate deck supports as required to support the load indicated under 3.1.3.
- 3.1.10 Unit design shall be based upon an overall safety factor of 1.65, with uprights designed to a 1.92 safety factor.
 - 3.1.10.1 All designs shall be based upon specifications of the AISI cold formed design manual and AISC manual for steel construction.
 - 3.1.10.2 Deflection shall be limited to L/140 for spans up to 48" and L/180 for greater spans.
- 3.1.11 All steel material shall be cleaned and phosphatized for corrosion resistance and paint adhesion through a six stage pre-painting treatment followed by a heavy dip coat application of enamel oven baked at over 300 degrees F. for cure, hardness, and durability.
- 3.1.12 Color of metal components shall be standard industrial dip #50 gray.

4. EXECUTION

- 4.1 SURFACE CONDITIONS: Examine the areas and conditions under which work of this specification will be performed.
 - 4.1.1 Correct conditions detrimental to timely and proper completion of the work.
 - 4.1.2 Do Not proceed until unsatisfactory conditions are corrected.
- 4.2 INSTALLATION: Coordinate as required with other trades to assure proper and adequate provision in the work of those trades for interface with the work of this specification.
 - 4.2.1 Install the work of this specification in strict accordance with the original design, the approved shop drawings, pertinent requirements or governmental agencies having jurisdiction, and the manufacturer's written recommended installation procedures as approved by the owner.
 - 4.2.2 Provide any leveling or anchoring devices that may be required to provide complete, usable, and safe installation.
- 4.3 PROTECTION: Protect finished surfaces, including jambs and soffits of openings used as passageways, through which material and equipment are handled.
 - 4.3.1 Maintain finished surfaces clean, unmarred, and suitably protected until accepted by the County.
- 4.4 REPAIRS AND REPLACEMENTS: In the event of damage, promptly make replacements and repairs to the approval of the County and at no additional cost to the County.
 - 4.4.1 Additional time required to secure replacements and to make repairs will not be considered by the County as to justify an extension in the contract time of completion.
- 4.5 CLEANUP: After installation, remove from the site and building all equipment, debris, materials, containers, and tools; leave the area containing the shelving "Broom-Clean".

5. AWARD OF THE CONTRACT

- 5.1 Within fourteen (14) calendar days after the award of the bid, the successful contractor must provide the following:
 - 5.1.1 Furnish evidence of insurance in accordance with the attached "Insurance Clause to be Used for All County Contracts".
 - 5.1.2 No bid security or performance bond is required.

INSURANCE CLAUSE FOR ALL COUNTY CONTRACTS

The Contractor shall indemnify and save harmless, to the fullest extent allowed by law, Lancaster County, Nebraska from and against all losses, claims, damages and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death or injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

Contractor shall not commence work under this contract until he has obtained all insurance required under this Section and such insurance has been approved by LANCASTER COUNTY, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved.

- A. Workers' Compensation Insurance and Employer's Liability Insurance: The Contractor shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance, and in the case of any work sublet, the Contractor shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. Coverage shall be provided by an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each of his subcontractors similarly to maintain Employer's Liability Insurance similarly to the Contractor.

Workers' Compensation - Required limits:

Coverage A - Coverage will include Statutory requirements

Coverage B - Employers Liability

\$100,000 Each Person

\$100,000 Each Person by Disease

\$500,000 Policy Limit - Disease

B. General Liability Insurance

1. The Contractor shall maintain during the life of this contract, Commercial General Liability Insurance, naming and protecting him and Lancaster County against claims for damages resulting from (a) bodily injury, including wrongful death, and (b) property damage which may arise from operations under this contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The insurance requirements are:

Commercial General Liability (form CG0001 or equivalent) with limits of:

\$1,000,000 Each Occurrence

\$1,000,000 Personal Injury

\$2,000,000 Products/Completed Operations

\$2,000,000 General Aggregate

and:

1. Coverage shall include Contractual Liability coverage insuring the contractual exposure as addressed in this contract.
2. There shall be no exclusion or limitation for the Explosion (X), Collapse (C) and Underground (U) hazards.

3. Coverage shall also include Products/Completed Operations.
4. **Lancaster County shall be named as Additional insured (CG2010 or equivalent).**
5. The Commercial General Liability coverage shall be endorsed with the Designated Construction Project(s) General Aggregate Limit endorsement (CG 25 03 or equivalent).

C. Automobile Liability Insurance: The Contractor shall take out and maintain during the life of the contract such Automobile Liability Insurance as shall protect him against claims for damages resulting from (a) bodily injury, including wrongful death, and (b) property damage which may arise from the operations of any owned, hired, or now-owned automobiles used by or for him in any capacity in connection with the carrying out of this contract. The minimum acceptable limits of liability to be provided by such Automobile Liability Insurance shall be as follows:

Bodily Injury and Property Damage	1,000,000 Combined Single Limit
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D. Builder's Risk Insurance: **(For Building Construction Contracts Only)** Unless otherwise specified where buildings are to be constructed under this contract, the Contractor shall provide coverage for all direct physical loss (also known as "Special Causes of Loss"). Such insurance shall be written on a Replacement Cost basis covering such building in the amount equal to one-hundred percent (100%) of the contract amount (minimum) as specified herein. Losses, if any, shall be made payable to LANCASTER COUNTY and Contractor as their interest may appear. A certificate of insurance evidencing such insurance coverage shall be filed with LANCASTER COUNTY by the time work on the building begins and such insurance shall be subjected to the approval of LANCASTER COUNTY.

E. Minimum Scope of Insurance: All Liability Insurance policies shall be written on an "Occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has A.M. Best's Rating of no less than A:VII unless specific approval has been granted by LANCASTER COUNTY.

F. Certificate of Insurance: All Certificates of Insurance shall be filed with LANCASTER COUNTY on the standard ACCORD CERTIFICATE OF INSURANCE form showing the specific limits of insurance, coverage modifications and endorsements required by the preceding Sections A, B, C, D and showing LANCASTER COUNTY is an additional insured where required. Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide LANCASTER COUNTY thirty days, notice of cancellation non-renewal or any material reduction of insurance coverage.

The original certificate shall be provided to Lancaster County as designated and a copy to: Office of Risk Management, Lancaster County (555 So. 9th Street, Lincoln, NE 68508)

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